

## Visit our website to find...

- ◆ eBid registration and login
- ◆ State and City public procurement rules
- ◆ Sustainable purchasing information
- ◆ Surplus property and auction links

[www.eugene-or.gov/purchasing](http://www.eugene-or.gov/purchasing)

## eBid

Register with the City of Eugene's eBid website to be notified of solicitations. Click on the "Supplier Registration" link at:

[www.eugene-or.gov/purchasing](http://www.eugene-or.gov/purchasing)

## Purchasing Rules & Regulations

The City of Eugene is subject to public procurement regulations, including:

- ◆ Oregon Revised Statutes 279A, B, & C
- ◆ City of Eugene Administrative Order No. 44-14-08-F.

## Questions? Contact us!



541-682-5055



[Eugene.Purchasing@ci.eugene.or.us](mailto:Eugene.Purchasing@ci.eugene.or.us)

## Let Us Introduce Ourselves!

Our office assigns staff to support the purchasing needs of specific departments. Below is a contact list of Purchasing Office staff and their assigned divisions or duties.

Vicki Silvers  
Assist. Finance Director  
541-682-5082

Purchasing Manager

Becky Wheeler  
Purchasing Analyst  
541-682-5056

Planning and Development;  
Police Department; Airport

Clay Stilwell  
Purchasing Analyst  
541-682-5051

Public Works;  
Eugene / Springfield Fire Dept

Jimmy Trasport  
Purchasing Analyst  
541-682-6814

Library, Recreation and Cultural  
Services; Central Services

Dori Palmer  
Purchasing Analyst  
541-682-8642

Waste Water Division

Shawn Hubbell  
Purchasing Coordinator  
541-682-5055

Program Support & Procurement Card  
Administration; Surplus; eBid  
Registration and Support

## City Departments

You might also choose to contact individuals that would directly use your product or service. The following are the main phone numbers for several of our divisions. Support staff answering these lines can help direct you to the most appropriate person for your product or service.

Facility Management  
541-682-2690

PW Engineering  
541-682-5291

Fire and EMS Services  
541-682-7100

PW Fleet Services  
541-682-4865

Library, Recreation, &  
Cultural Services  
541-682-6065

PW Maintenance  
541-682-4800

Planning & Development  
541-682-5481

PW Parks and Open Space  
541-682-4800

Police Department  
541-682-2822

PW Wastewater  
541-682-8600

Technology Services  
541-682-6722

## Be our Partner - Build our Community

## City of Eugene Purchasing

100 West 10th Avenue, Suite 400

Eugene, Oregon 97401

Phone 541-682-5055

Fax 541-682-6233

[www.eugene-or.gov/purchasing](http://www.eugene-or.gov/purchasing)

Monday – Friday

8 am - Noon; 1 pm - 5 pm



## General Information

The City of Eugene maintains good stewardship of public funds by abiding by public contracting rules while seeking best values in procurement. Vendors play a crucial role in supplying the City with quality goods and services. Purchasing staff promote fair competition and transparency to support a level playing field for businesses wishing to work with the City. The City is comprised of six departments that make purchases small and large. The Purchasing Office assists in most procurements that exceed \$10,000 for goods and trade services or \$25,000 for personal services. Purchases under these thresholds are typically made directly by the departments. Facility Management and Engineering divisions also issue their own solicitations for construction projects.

## Competitive Process

The City often issues solicitations when a purchase is expected to exceed \$10,000. We issue Requests for Quotes, Invitations to Bid, Requests for Proposals, Requests for Qualifications, and Requests for Information. Each of these processes has its own legal and submittal requirements. Solicitations communicate the specifications of the product or service we seek, outline the submittal processes and relay minimum requirements.

## Commitment to Sustainability

The City seeks products and services that have a reduced impact on human health and the environment and that more fully support communities and economies compared to their competitors. Sustainable purchasing efforts are guided by City-wide initiatives and policies that, among other goals, are aimed at reducing waste and greenhouse gas emissions, preserving resources, and maintaining the health of the community. We are interested in doing business with vendors who consider the long-term impacts within their industry and are proactive in maximizing sustainable practices. Read more on sustainable purchasing at:

[www.eugene-or.gov/sustainpurch](http://www.eugene-or.gov/sustainpurch)



## Bids & Notifications

Bidding opportunities issued through the Purchasing Office are posted on our electronic bidding system, eBid. Vendors can register and login to this system from our purchasing site:

[www.eugene-or.gov/purchasing](http://www.eugene-or.gov/purchasing).

After registering with eBid, you will receive email notifications of opportunities that match the commodities you select.

Bid advertisements, abstracts, and notices of award are posted on the central solicitation website [www.eugene-or.gov/bids](http://www.eugene-or.gov/bids). Here you will also find opportunities issued by Facility Management and the Engineering division.

## Contacting City Staff

Vendors may contact the Purchasing Office or a specific department that may be interested in their product. Please be aware, City employees may only accept marketing materials if there is no intrinsic value to the offer.

## Surplus

The City sells surplus items at Brasher's Auto Auctions, PublicSurplus.com, GovDeals.com, and by posting opportunities on Purchasing's website.

## Minority, Women Owned, Disadvantaged Business Enterprise & Emerging Small Businesses

The City's Purchasing Office makes every effort within the parameters of the public contracting code to diversify the businesses with whom the City contracts. It is the policy of the City that MWDBE/ESB be afforded equal opportunity to participate in solicitation processes when competing for City business. The City strives to reach a diverse vendor base in order to obtain best value for the City in alignment with other policies and Council goals. State and Federally funded Public Improvement bids are subject to MWDBE/ESB requirements. Each solicitation document includes a social equity requirement.

**Purchasing**